CLASSIFIED STAFF ADVISORY COUNCIL
Minutes of Meeting held March 21, 2013

Members Present: Inga Foley, Julie Hunter, Lisa Perkins, Rod Rotar, Katy Sticha, Jim Stull, Dan Wanish
Others Present: Dan Hill, Secretary of the Faculty and Academic Staff; David Prucha, Director of Human Resources; Teri Venker, Administrative Liaison for Chancellor Cross; Christine Curley, Office of Inclusion (arrived later to give presentation and discuss)

1) Introductions –
   a. Teri Venker Suggestion: CSAC (USC starting July 1, 2013) could be listed under the UW-Extension “Institutional Priorities” for 2013-2014. Listing as such would codify USC and encourage managers to take USC seriously. There was unanimous agreement with this suggestion. Dan Hill offered to help with the language.
   b. Also, Teri has been receiving more questions from people about the UPS system. Answering the questions is taking some time: Sometimes research is needed before a reply can be sent.

2) Minutes of February Meeting: Approved with a correction.

3) Website Update and Discussion:
   a. Lisa will prepare some information for Judy Ballweg; List of committee members and their contact information, Synopsis. Website also needs to post Meeting Minutes, Agendas, and Meeting times and locations. This information needs to be posted in accordance with Open Records law.
   b. Future Election Discussion: A suggestion was relayed suggesting May 15 for call of nominations, election in June, term beginning July 1. A concern was discussed that those dates could lead to a 100% new board on July 1 which could affect the rollout of the new governance committee. Other suggestions: staggering the terms to keep experienced members on the council and having elections in the fall.
   c. A suggestion was made that CSAC members should each bring a guest to future meetings to encourage participation and interest in running for USC.
   d. Concern was expressed that the Website now has our name as University Staff Governance Committee; people might not recognize that as us. Lisa will inquire about whether it would be possible to change our title on the website to CSAC.
   e. Discussion about making sure that UW-Extension Classified Staff who do not work in Madison can participate in the Council. There are Co-op Extension Employees and other WNEP staff and others who are located around the state.
      i. We have to identify them and make sure they are included in our communications. David Prucha offered to run a Roster of all UW-Extension classified employees.
ii. We will need to figure out how to include them in actual USC Meetings if needed. May need to consider travel or teleconferencing or other ideas.

4) CSAC Communication with Classified Staff: We need to provide a place where people can ask questions, make comments and communicate with the Council. Whether it should be anonymous was discussed. Either way Council members should protect people’s anonymity when relaying concerns to Administration. A suggestion was made that a specific CSAC email might work. The emails that come in could be channeled to everyone on the Council.

5) Mission Statement Discussion: A couple of members distributed their Mission Statement Drafts for discussion. Dan Hill recommended that we include the Board of Regents’ Policy Statement language regarding the University Staff Governance Responsibilities. After a discussion and white board session a tentative USC Mission Statement was drafted. The plan is for CSAC to read and think about it, and be ready to edit and hopefully complete it at our April meeting. (The draft has since been distributed via email.)

6) Name of Council discussion: Following the discussion /vote about our current and future name, it was decided to call ourselves Classified Staff Advisory Council (CSAC) until July 1, 2013 when the official name of that governance group will be the University Staff Council (USC). The name USC was voted in with one abstention.

7) Christine Curley (Office of Inclusion): Presented an overview of the Spring 2011 UW-Extension Climate Survey and highlighted some of the results:
   a. Quantitative data results: 80% of staff members were highly satisfied with their jobs and 77% were very comfortable or comfortable with the overall climate at UW-Extension. However, disparities existed between different categories of employees: Women, LGBTQ and classified employees reported less satisfaction with their jobs and reported higher rates of offensive, exclusionary, or intimidating conduct.
   b. Open-Ended Question Results: Staff appreciates the Mission of Extension, enjoy their colleagues and appreciate their employee benefits. However, concerns were expressed about a perceived lack of career progression, classism and inappropriate salaries.
   c. CSAC was asked to assist with two of the four goals which were developed to address these concerns:
      i. Goal 3 – “Recognize Employee Contributions to Creating a Positive Climate.”
         1. In the short term, CSAC should make suggestions for a Classified recipient to the Chancellor’s Award. Deadline is May 3rd.
         2. In the longer term, CSAC should look at the criteria for the Chancellor’s Award to make suggestions to make it more recognizable to classified employees as applying to them.
      ii. Goal 4 – “Incorporate Employees’ Input into Institutional Decision-Making Processes”
A longer term process. CSAC should study, talk with employees and develop recommendations to enhance climate for classified employees. A committee might need to be convened.

d. FOR NEXT MEETING: CSAC members should review criteria for Chancellor’s Award for Excellence and each member will work to nominate or have someone else nominate at least one (or more) Classified staff person for the award. Also, CSAC members should read Christine’s handout and give thought to the issues above.

8) Topics for April Agenda:
   a. Regular Guests will remain on future agendas to reserve opportunities for them to share information.
   b. Website Update
   c. Bylaw Development and Mission Statement finalization
   d. Workplace Climate Discussion
   e. Awards Candidates Discussion

9) Next Meeting: April 18th (317 Pyle Center) 10:00 am to 12:00 pm

~minutes submitted by Julie Hunter~